

~~CONFIDENTIAL~~

Chief, Management Staff

17 August 1956

Chief, Records Management Staff

Weekly Report - Week Ending 15 August 1956

25X1A9a 1. A memorandum providing for establishment of continuing reports management programs in DD/S offices was forwarded for Mr. [REDACTED] signature.

2. In accordance with our recommendation, inactive material has been removed from the Procurement Division Contract files. As the result of this action, 5 cabinets were returned to stock, the remaining cabinets were rearranged for more convenient operations, and approximately 13,000 superfluous folders were made available for reuse at a savings of about \$390.

3. Record Control Schedules for the Office of Personnel and the Federal Credit Union have been approved and forwarded for implementation.

4. Initial implementation of the Records Control Schedules by the SOWMAT Staff has resulted in the retirement or destruction of 5 file drawers of records, representing 25% of their total holdings.

5. The added convenience and economies offered by Letterex have resulted in a substantial increase in its usage last year. An analysis of stationery issuance in FY 56 revealed that 8½ million sheets were distributed as compared to 5 million sheets in FY 55.

25X1A9a 6. Mr. [REDACTED] was given 20 hours on-the-job training this week.

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